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29 JUN 1978

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MEMORANDUM FOR: Deputy Director for Administration

FROM:
Acting Director of Security

SUBJECT: Office of Security Significant Activities
Week of 22 June 1978

REFERENCE: DDA Administrative Instruction No. 74-5

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1. ☐ This memorandum is for information only.
2. ☐ The activities of the Office of Security during the week of 22 - 28 June 1978 were highlighted by the following items:
 - a. ☐ The Office of Security records review project at the Agency Archives Records Center passed the halfway milestone on 28 June. The review of 2,105 of 4,089 cubic feet of material has been completed.
 - * b. ☐ In support of the Health and Safety Program, the Office of Security Industrial Hygienist has reported to full-time duty and is being given orientation tours of sites she will be inspecting.
 - c. ☐ On 28 June, the Office of Security debriefed a total of 94 employees who are scheduled for separation from the Agency on 30 June 1978.
 - d. ☐ On 22 June, a representative of the Treasury Department, Bureau of Alcohol, Tobacco and Firearms (ATF), was given a general Office of Security briefing on polygraph procedures, techniques and effectiveness to support the planned initiation of a polygraph program at ATF.

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22 JUN 1978

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[REDACTED]
Acting Director of Security

SUBJECT: Office of Security Significant Activities
Week of 15 June 1978 [REDACTED]

REFERENCE: DDA Administrative Instruction No. 74-5

1. [REDACTED] This memorandum is for information only.

2. [REDACTED] The activities of the Office of Security during the week of 15 - 21 June 1978 were highlighted by the following items:

[REDACTED]

b. [REDACTED] On 16 June, based upon observations and analysis, a representative of this Office concluded that day and night driving sessions [REDACTED] were in full compliance with individual and program safety requirements.

c. [REDACTED] On 19 June, two Office personnel, assisted by members of the Intelligence Community, provided a briefing on the state-of-the-art [REDACTED] techniques, as well as telephone security practices, to approximately 75 members of the operational and support staff of the [REDACTED]

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3. ☐ Projected Office of Security activities of possible interest at the Directorate level include:

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* b. ☐ On 22 June, a private consultant will begin a comprehensive review of the Agency's Safety and Health Program. (This action is in response to a Department of Labor recommendation.)

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*Items for bi-weekly report

NOTE: Attached herewith is a weekly status report regarding Industrial Security Recommendations.

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